



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **SENIOR PROJECT ASSISTANT (MM/MPA)**

Organizational Unit : **Migration Management (Migrant Protection Assistance)**

Duty Station : **Lagos**

IOM Classification : **G7**

Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**

SVN No. : **SVN2018/42**

Estimated Start Date : **As soon as possible**

Closing Date : **05th July, 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Complementing this programme, IOM is also planning to implement additional projects that aim to protect the security, dignity and rights of returning migrants from along this important and dangerous migration route and to help improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative and complementing projects will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

Working under the overall supervision of the Programme Officer (MM/MPA), and direct supervision of the Project Officer (MM/AVRR) Lagos, and in close collaboration and consultation with other units within the Migration Management Unit, the successful candidate will be responsible for the implementation and monitoring of the AVRR component under the

Migration Management unit, with a view to strengthen local actors' capacities especially at state level to provide improved rehabilitation and reintegration support services.

Core Functions / Responsibilities:

1. Oversee the provision of specialized assistance and leadership for planning and implementing the AVRR component of the Migration Management unit, Nigeria, including tracking and monitoring the implementation progress to verify the projects objectives are achieved and suggesting corrective actions;
2. Lead the team providing rehabilitation and reintegration support to returned migrants in close coordination with other Migration Management (MM) and sub-units, and ensure the documentation and filing of all vulnerable cases for reference and monitoring including regular update of beneficiaries' information.
3. Liaison and strengthen partnerships with relevant governmental, non-governmental, international organizations as well as other relevant stakeholders to enhance coordination platforms for providing rehabilitation and reintegration support.
4. Oversee the provision of material and overall training support to relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance.
5. Monitor and evaluate the implementation of project activities, including the day-to-day management of reintegration grants, and the work of implementing partners in the community infrastructure/community development activities and reporting progress to the Project Manager, including preparation of monthly financial reports.
6. Supervise the mapping and socio-economic profiling of returnees, including preparation of reports for sharing with relevant state and non-state service providers.
7. Perform and oversee returning migrant data entry activities as required by the project in MiMOSA and/or other relevant database as required by the project in coordination with respective RO offices. Perform continuous follow up for any changes in case or individual status / details and make respective changes in applications.
8. Develop the beneficiary profile and needs assessment formats and offer counselling to the returnees facilitate smooth socio-economic reintegration
9. Oversee the review of conditions of the business plan pertaining to the reintegration/AVRR program and propose appropriate monitoring tools for individual grants.
10. Monitor and track reintegration expenditures and prepare monthly financial reports.
11. Conduct field visits to the beneficiaries' business sites and assess developments thereof of grants.
12. Collect and analyse and present information through periodic (monthly) and ad-hoc reports on reintegration activities for evidenced-based programming. Coordinate and exchange information with national institutional, professional and academic counterparts.
13. Undertake duty travel as required.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

- University degree from an accredited institution in International Relations, Economics, Migration Studies, Management, Law and other Social Sciences with seven years (five years for school diploma holders) of

professional experience in the field of migration issues, specifically concerning project implementation in the area of return and reintegration (operational and field level).

- Demonstrated ability to maintain confidentiality is mandatory.
- Knowledge of social development issues as well as general migration related issues in the country and the region
- Good knowledge of project development, administration and, monitoring and evaluation concepts and procedures.
- Technically competent in writing, documentation and data management.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage preferably within the United Nations or within the development and humanitarian field;

Languages

Fluency in **English** and Native Language; Fluency in multiple languages advantageous;

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Thursday 05th July 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018.42 Lagos. Senior Project Assistant.**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 22.06.2018 to 05.07.2018